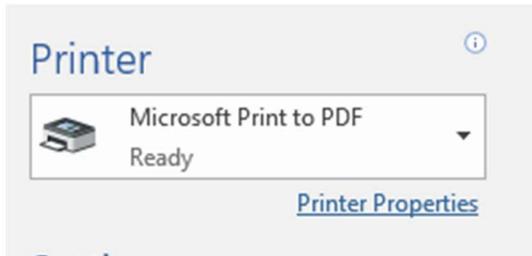


## CONVERTING A WORD DOCUMENT TO A SEARCHABLE PDF

1. Open the document in Word
2. Choose Ctrl P or File Print and select Print to PDF or Microsoft Print to PDF



3. Select where you would like to save the PDF and name your file. The type will remain PDF Document.

File name:	<input type="text"/>
Save as type:	PDF Document (*.pdf)

4. Your PDF is now searchable.